

Position Vacancy

Agricultural Marketing Specialist (Osaka)

The U.S. Consulate General in Osaka is seeking an individual for the position of Agricultural Marketing Specialist in the Agricultural Trade Office (ATO).

OPEN TO: All Interested Parties
POSITION: Agricultural Marketing Specialist (#A93020)
OPENING DATE: September 24, 2009
CLOSING DATE: December 4, 2009
WORK HOURS: Full Time 40 hours/week
SALARY: **Full Performance Level:**
Ordinarily Resident (OR) FSN-10 ¥11,340,565 p.a.
Not-Ordinarily Resident (NOR) FP - 5 (steps 5 through 14)
Trainee Level:
Ordinarily Resident (OR) FSN-9 ¥10,428,220 p.a.
Not-Ordinarily Resident (NOR) FP - 5 (steps 1 through 4)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

BASIC FUNCTIONS OF POSITION:

Serves as an agricultural marketing specialist for the ATO Japan. Specific duties include: conducting market intelligence covering assigned food industry sectors and products; planning, organizing, and reporting on the results of U.S food promotional activities; providing trade servicing to Japanese importers and U.S. companies to assist U.S food and beverage exports to Japan; and representing the interests of U.S. food and agriculture with Japanese business and trade association executives, regional government officials, consumers in a variety of settings.

QUALIFICATIONS REQUIRED:

Full Performance Level

1. **Education:** Bachelor's degree in agriculture, agricultural economics, agricultural marketing, or related international marketing or business field.
2. **Prior Work Experience:** A minimum of three years progressively responsible experience in the fields of marketing, trade promotion, international trade, or similar field.
3. **Language Proficiency:** Level IV* (fluent) in English and Japanese with good knowledge of technical terminology in agriculture, marketing and economics and special ability in interpreting.
4. **Knowledge:** Broad and mature grasp of the economy in Japan. Detailed understanding of Japanese and American business practices, government policies, marketing programs, and distribution systems that affect the distribution of American food in Japan.
5. **Skills and Abilities:** Must be mature and confident and have the tact and discretion necessary to inspire the confidence and cooperation of Japanese business and government leaders in

carrying out a broad range of agricultural market development activities, gaining information needed for reporting and assisting U.S exporters. Must be able to do the following: educate U.S. businessmen on Japanese attitudes, business methods, market opportunities, etc; prepare draft responses to inquiries; manage ATO events from initial planning to final implementation; including accurate and appropriate budgeting. Must have computer skills in Microsoft Word, Excel, and other basic computer packages. Drafts United States Department of Agriculture (USDA) reports in English with minimum editing.

Trainee Level

1. **Education**: Bachelor's degree in agriculture, agricultural economics, agricultural marketing, or related international marketing or business field.
2. **Prior Work Experience**: Two years progressively responsible experience in the fields of marketing, trade promotion, international trade, or similar field.
3. **Language Proficiency**: Level IV* (fluent) in English and Japanese with good knowledge of technical terminology in agriculture, marketing and economics and special ability in interpreting.
4. **Knowledge**: Good knowledge of the economy in Japan. Good understanding of Japanese and American business practices, government policies, marketing programs, and distribution systems that affect the distribution of American food in Japan.
5. **Skills and Abilities**: Must be mature and confident and have the tact and discretion necessary to inspire the confidence and cooperation of Japanese business and government leaders in carrying out a broad range of agricultural market development activities, gaining information needed for reporting and assisting U.S exporters. Must be able to do the following: educate U.S. businessmen on Japanese attitudes, business methods, market opportunities, etc; prepare draft responses to inquiries; manage ATO events from initial planning to final implementation; including accurate and appropriate budgeting. Must have computer skills in Microsoft Word, Excel, and other basic computer packages. Drafts United States Department of Agriculture (USDA) reports in English with minimum editing.

* U.S. Government's language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.

4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates' claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Minako Morimoto
Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: December 4, 2009